

FY 2017 LSTA Competitive Grants

Performance Measures & Reporting

Performance reports are submitted in the Texas State Library and Archives Commission's (TSLAC) Grant Management System (GMS), <https://grants.tsl.state.tx.us>. ***This document is provided as guidance only; it is NOT a reporting form.***

TSLAC subrecipients are responsible for tracking performance measures and reporting program performance throughout the year. There are 2 reporting requirements — output (performance) measures and narrative reports— due at prescribed times as listed below based on the grant program.

Reporting Periods

Quarterly Reporting	Semi-annual Reporting
Q1: September 1, 2016-November 30, 2016 Q2: December 1, 2016-February 28, 2017 Q3: March 1, 2017-May 31, 2017 Q4: June 1, 2017-August 31, 2017	P1: September 1, 2016-February 28, 2017 P2: March 1, 2017-August 31, 2017

Grant Program	Outputs due date	Narrative due date
Texas Reads	P1 – March 7 P2 - September 7	P2 – September 7
Impact	P1 – March 7 P2 - September 7	P2 – September 7
TexTreasures	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7	Q2 – March 7 Q4 – September 7
Library Cooperation	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7	Q2 – March 7 Q4 – September 7
Special Projects	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7	Q2 – March 7 Q4 – September 7

Output (performance) measures

This section will require a summary of the grant activities and output measures for the period in question.

SUMMARY OF ACTIVITIES

The subrecipient will provide a detailed account of activities, not just events, that have taken place during the specified reporting period to meet the goals of the grant project. Information should include items of significance such as planning sessions, project meetings, staff training, patron events and services provided, and the general outcomes of those activities, if applicable. Include successes, challenges, delays, and corrective actions.

OUTPUTS

Subrecipients will summarize the outputs for the project as outlined. Include in this section a count and description of total materials purchased, persons served, etc.

You will only report those outputs that apply to your project and for which substantiated counts are available. For each applicable output, you are required to explain the method of measurement and calculation. (Short narrative)

a) Number of library materials purchased/made available with grant funds (Acquisitions)

Count library materials added to the library collection or made available through grant. This is a volume or item count of books, e-books, serials, audio/visual materials, items digitized, and other library materials.

- Unique count
- Circulating and non-circulating
- **NOT supplies, or marketing items**
- Will include quantities of:
 - Hardware acquired (e.g., e-readers, tablets, laptops)
 - Software acquired
 - Licensed databases acquired (NOT TexShare)
 - Print materials
 - Electronic materials (e.g., apps, e-books and e-zines)
 - Audio/visual units (e.g., audio discs (CDs), talking books, other recordings, DVDs)
 - Items digitized or made accessible
 - Web pages created
 - Learning resources (e.g., workshop materials, toolkits, literacy kits, guides, manipulatives)

b) Number of sessions presented

Record the following for each program or session.

- Session Title
- Session Length in Minutes
- Number of Sessions in Program
- Average Number in Attendance per Session
- Number of Times program/presentation Administered

c) Number of persons provided grant-funded services or attending grant-funded programs (non-unique count)

Include the number of all persons attending each grant-sponsored program or receiving grant-sponsored services, even if the same participants attended multiple programs.

- Number in attendance per session
- Number of consultation/reference transactions
- Number of log-ins or page views

d) Number of librarians trained or assisted (non-unique count)

Include library or program staff, volunteers, and others trained to help provide grant-funded program or services.

e) Number of circulations attributed to project

Count circulations of materials purchased with grant funds, or circulations to persons in the populations targeted by the grant project. (e.g., kits, e-readers)

Definitions:
<ul style="list-style-type: none"> • Unique = each item counted only once (i.e., acquisitions) • Non-unique = individual items/persons counted multiple times (i.e., circulation, class attendance) • Cumulative = total to date including previously reported totals • Non-cumulative = total just for the period in question not including previously reported totals

Verifying your outputs

Required with each measure is an explanation of how the measurement was obtained and calculated. *Counts supplied as outputs must be documented and verifiable, retained as required by contract (see VIII.H.), and available upon request to the Grants Administrator or auditors.*

Documentation can consist of the following:

- Sign-in sheets, registration/attendance logs
- Webpage views, server/software usage logs
- Headcounts — two staff members must count
- Circulation records, including for e-books
- Shipping documentation
- Reading club logs

Acceptable documentation must include:

- Date
- Event name
- Location
- Audience
- Description and count
- Name and title of person responsible for the count
- Verification (sign off initials and date)

Narrative Reports

There are two sections to the narrative report — outcomes and general information. The Outcomes section will capture survey results and other outcomes of the grant-funded program. The General Information section will capture best practices and anecdotes.

OUTCOMES

Outcomes will be based on responses to a survey or other mechanism used to:

- a) record changes in program participants' knowledge, skills, behavior, attitude, status, or life condition; and/or
- b) report number and percentage of program participants experiencing these changes if available.

TSLAC will provide the survey instruments. Subrecipients must use the questions and/or instrument provided as appropriate to the grant project.

Survey questions

<i>Scale:</i>	Strongly Agree Agree Neither Disagree or Agree Disagree Strongly Disagree
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Survey — Instructional Program for Public

1. I learned something by participating in this library activity.
2. I am confident about using what I have learned.
3. I am likely to apply what I have learned.
4. I am more likely to participate in a similar library activity.
5. I am more likely to use other library services and resources
6. Would you like to provide any other comments or suggestions about the program?

Survey — Instructional Program for Library Staff

1. I learned something by participating in this library activity.
2. I am confident about using what I have learned.
3. I am likely to apply what I have learned.
4. Applying what I learned will help improve library services to the public.
5. Would you like to provide any other comments or suggestions about the program?

Survey — Questionnaire for Library Staff about Content (acquisition and creation activities only)

1. I am satisfied that the resources is meeting the library needs.
2. Applying the resource will help improve library services to the public.
3. Would you like to provide any other comments or suggestions about the content activity?

Survey — Staff questions for Instructional Programs

1. Session Title
2. Session Length in Minutes
3. Number of Sessions in Program
4. Average Number in Attendance per Session
5. Number of Times Program Administered

Outcomes may also include any accomplishments, impacts, or other results not captured in the surveys. For example, subrecipients may report on any increase from the previous years in the number of participants attending library-sponsored programming that is directly attributable to the grant program.

GENERAL INFORMATION

In this section, subrecipients will be able to include any best practices and anecdotal information relevant to the program.

Best Practices

Subrecipients are encouraged to provide information on best practices relating to the program, such as advice or lessons learned in this experience that would help others wanting to do the same.

Anecdotal information

Subrecipients may include comments or stories received from program participants, staff, or others.